Integrity regulations Post Castelijn Casting

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Section 1. Code of conduct

Introduction

Post Castelijn Casting attaches great importance to a safe working environment, free from improper behaviour, that prevents the risk of the invasion of privacy as much as possible. This Code of Conduct delineates the safeguards that Post Castelijn Casting has taken. All of the employees of Post Castelijn are obliged to respect these safeguards in their work. Everyone who is present at a casting will receive the Code of Conduct by email.

The employees at Post Castelijn Casting work respectfully with one another and with others. That is, they treat others openly and equally despite nationality, culture, origin, religion, gender, sexual preference, age and health.

Acting means that actors are vulnerable when they work. A safe working environment is of great importance for them to be able to act as well as possible. This means that there is no room for improper manners such as discrimination, abuse of power or improper intimidation. Suspected wrongdoings or improper behaviour should be reported to the management or to one of the confidential advisers.

Although this Code of Conduct refers to 'men' (for example, 'actor', 'cameraman'), it applies similarly to everyone in the same functions. In addition, 'written' communication also includes correspondence by e-mail. This Code of Conduct may be adjusted from time to time.

Provisions concerning castings

Article 1. Information

An employee handles information that he has as a result of his employment carefully and correctly and respects the confidentiality clause of his contract at all times.

Article 2. Principle of 'four eyes'

In principle, an audition or a screen test takes place in a specially equipped studio. In addition to the actor(s) there are always at least two other people present at every audition or screen test.

This four-eye principle also applies to appointments initiated by us, unless this appointment takes place in a public space. Exceptions will be made in exceptional cases, always in consultation with all parties involved.

Article 3. Intimacy

If an audition or a screen test requires an actor to perform intimately with another actor, they will always be told in advance what is expected of them and if they object. The atmosphere at the audition or screen test will be as safe and professional as possible.

Article 4. Nudity

1. If an audition or a screen test requires an actor to (partly) undress, the actor and, if applicable, his agent, will be informed of this in advance in writing. It is not allowed to ask an actor to (partly) undress during an audition or a screen test without having given prior written notification.
2. If before of during an audition or a screen test an actor indicates that he is not comfortable in performing certain actions, such as (partly) undressing, a manner of performing will be chosen together to remove this feeling as much as possible.

Article 5. Photographic material

If photographic material is made during an audition or a screen test, this will be used only to assess the actor's performance. The photographic material will usually be given to the director and/or the producer. The photographic material will be stored in Post Castelijn's archive, until a project is completed. An exception can be made in the case of longer-running series or productions. An actor can always ask Post Castelijn to destroy photographic material of them.

If Post Castelijn gives a director or producer photographic material of (partially) naked scenes, all appropriate safeguards will be taken to prevent this material being used for any purpose other than the casting or screen test. Appropriate safeguards include limiting the period in which the photographic material is available, making it impossible to download material, et cetera.

Article 6. Children

Persons younger than 18 will be invited to an audition or screen test only after written permission from a parent or guardian. For persons between 16 and 18, their agent can give authorisation if said agent has been authorised to do so by the parent(s) or guardian(s). If desired, parent(s) or guardian(s) may always be present when their minor child does an audition or screen test.

General provisions

Article 1. Relations on the work floor

Employees of Post Castelijn Casting will act with the utmost restraint with regard to entering into a (love) relationship with actors, agents or other business relations of Post Castelijn Casting.

If a love relationship or a relationship arises between (an) employee(s) and/or a third party who is connected with Post Castelijn Casting because of his work, the employee is obliged to report this to the management so that they can take the necessary measures to prevent a conflict of interest.

Article 2. Interests of friends and relatives

1. Employees or their partners have no financial interests in companies, organisations, etc. that have either a direct or an indirect relation with Post Castelijn Casting unless the management has given permission for this. Any permitted financial interests will be recorded via an internal register. The register will also indicate the nature of the interest and the date of commencement.

2. An employee who has a family, friendly or otherwise personal relationship with a third party who is connected with Post Castelijn Casting because of his work, will refrain from decisions on the orders connected to those services and/or goods.

3. In that case, an employee will act professionally and with restraint with regard to the (casting) process.

Article 3. Secondary functions

1. Employees of Post Castelijn Casting cannot be used as actors, even if they were originally trained for this, except when it concerns a 'cameo' as themselves, without being paid for it.

2. An employee who wants to fulfill another position in addition to his work at Post Castelijn Casting, discusses this intention with the management of Post Castelijn Casting

Article 4. Favours and gifts

1. In their function as employees, an employee will not accept favours, gifts or services and will not accept any promises of such from third parties if the expectation can reasonably arise that they will have to do something in return.

2. Accepting gifts, contributions or services valued at more than €50 requires permission from the management of Post Castelijn Casting. The management can decide that these donations, services or gifts will not be accepted.

3. In his function as an employee, an employee will not receive any contributions, services and gifts from third parties at his home address. If this happens, the employee must report this to the management.

Article 5. Contact between Post Castelijn Casting and actors

Actors who are represented by an agent will be approached by Post Castelijn Casting through that agent as much as possible. If a fast answer is needed, Post Castelijn Casting can approach the actor directly. In such a case, an email with a copy of any agreements made will be sent to the agent.

Actors will be approached through social media such as Facebook, Instagram or Twitter only if Post Castelijn Casting has no other way to make contact at that moment.

Section 2. Confidential adviser

Introduction

Post Castelijn Casting has an internal and an external confidential adviser. The confidential advisor supervises and advises the person wanting contact with regard to his or her story, report or complaint and, if necessary, will investigate further. The confidential advisor is obliged to nondisclosure unless the person asking for help decides otherwise. This person's name and/or the subject of the report will be shared with the management of Post Castelijn Casting when the person in question so desires and gives express permission to do so.
Reports/complaints can provide (more) insight into the extent of any wrongdoings and of the knowledge and role of the involved parties, thus enabling the management of Post Castelijn Casting to take suitable measures.

The confidential advisor for employees is Ruby Faber.
She can be reached at 06 294 99 969 or at info@bureauvertrouwen.nl.

The confidential adviser for non-employees is Bing (Bureau Integriteit).
Bing can be reached at 033-2474309 or at postcastelijn@bureauintegriteit.nl.

Article 1. Tasks of confidential adviser

The confidential advisor:

- ensures that everyone in the organisation is aware of the existence of the confidential advisor;
- functions as contact person for reports of wrongdoings or complaints about improper behaviour;
- together with the reporter looks for solutions, gives support and advice and tries to determine if a solution can be made in an informal setting;
- gives information about procedures that can be followed and about their consequences;
- at the reporters request, puts the report or complaint in writing or supports the person requesting help to put the report or complaint in writing and sends this to the employer (management);
- if necessary, refers the person requesting help to the suitable formal or informal organisation for help and supports the reporter in contacting these organisations; such organisations include the police and the public prosecutor;

- gives the reporter emotional support when formally making a legal issue of a report or complaint and can support this reporter in any further investigation;
- keeps an anonymous registration (including numbers, nature of reports/complaints, settlement) so that information can be provided for the annual report;
- registers ongoing cases. He or she reports relevant information and ensures that the anonymity and integrity of the involved party is safeguarded;
- reports once a year to the management;
- keeps abreast of developments in the areas of wrongdoings and improper behaviour.

Article 2. Anonymity and confidentiality

Anonymity and confidentiality are central to the tasks and authorities of the confidential advisor. A confidential adviser holds a confidential position and is expected to guarantee this confidentiality unless, on legal grounds, the confidential advisor is obliged to make a report and can no longer maintain confidentiality. The confidential advisor is also bound to the content of that stated in their own report regulations, respectively, complaint regulations.

Section 3. Regulation on report of suspected wrongdoing or irregularity

It is important that employees or third parties who suspect a wrongdoing or an irregularity can report this to the organisation in an unthreatening manner. This can contribute to safeguarding integrity and prevent (further) damage. This regulation can help to take early signals seriously, to investigate them and, where necessary, to provide a solution.

The goals of this regulation is thus to:

- facilitate in reporting and tracing wrongdoings and/or irregularities; and
- offer protection to employees and third parties who report suspicions of a wrongdoing or an irregularity via the appropriate channels.

General

Article 1. Definitions

1. The following definitions apply in this regulation:

   a) employee: anyone who works or has worked at Post Castelijn Casting B.V. (hereinafter: Post Castelijn Casting), including apprentices, agency workers, on-call workers, etc. A third party whose work has brought him into contact with the employer's organisation and who suspects a wrongdoing in the employer's organisation can report this by analogy with the provisions of this regulation.
   b) When people are referred to as 'men' (for example, 'actor'), it is understood to also every other person in the same positions.
   c) employer: Post Castelijn Casting;
   d) suspicion of a wrongdoing: the suspicion by an employee that, in the organisation where he/she/they works or has worked or at another organisation with whom he/she/they has been in contact via his/her/their work, a wrongdoing exists to the extent that:
      a. the suspicion is based on reasonable grounds arising from knowledge that the employee has acquired at his employer's or from knowledge that the employee has acquired by working at another company or another organisation, and
      b. the interest of society is concerned due to:
         i. the (threatening) violation of a legal regulation,
         ii. a (threatening) danger to public health,
         iii. a (threatening) danger to the safety of persons,
         iv. a (threatening) danger to the environment,
         v. a (threatening) danger to the orderly functioning of the company as the result of an improper manner of acting or neglecting,
         vi. a (threatening) violation of regulations other than legal regulations,
         vii. a (threatening) waste of government money,
         viii. (a threat of) consciously holding back, destroying or manipulating information about the facts listed above under i to vii;
   e) suspicion of an irregularity: a suspicion based on reasonable grounds of a deficiency or injustice of a general, operational or financial nature that occurs under the

responsibility of the organisation and is so serious that it falls beyond the scope of normal work processes and exceeds the responsibility of the immediate manager;

f) reporter: the employee who reports a suspicion of a wrongdoing or an irregularity in accordance with this regulation;
g) report: the report by the reporter of a suspicion of a wrongdoing or an irregularity;
h) confidential adviser: the person appointed as such by the employer (both internal and external);
i) advisory department at *Huis voor Klokkenluiders* [Institute for Whistle Blowers]: the advisory department at this *Huis referred* to in Article 3a, para 2 of the law on the Huis voor Klokkenluiders;
j) external body: the body that, in the reporter's reasonable opinion, is most suitable to receive the external report of the suspicion of a wrongdoing;
k) investigative department of the *Huis voor Klokkenluiders*: the investigative department of this Huis referred to in Article 3a, para 3 of the law on the *Huis voor Klokkenluiders*.

Article 2. Protecting the reporter

1. After having reported a suspicion of a wrongdoing or an irregularity, the reporter will not encounter any adverse consequences for his/her legal position. Such adverse consequences include:
    a. being dismissed;
    b. not having a contract prolonged for a specific time;
    c. not having a contract for a specific time be transformed into a permanent contract;
    d. being given a different position in the organisation;
    e. having disciplinary measures taken;
    f. withholding a salary increase, an incidental payment or compensation for expenses;
    g. withholding promotion opportunities;
    h. refusing to grant a leave, to the extent that this is reasonably related to the reporter's report of a suspicion of a wrongdoing or an irregularity.
2. The employer ensures that, when performing his/her work, the reporter will not encounter adverse consequences of having made the report.
3. That stated in paragraphs 1 and 2 of this Article also applies to the reporter who, acting on good faith, reports to an organisation other than the reporters organisation a suspicion of a wrongdoing or an irregularity in that organisation and does so according to the regulations of that organisation. This protection applies only if the reporter:
    - works or has worked with that other organisation in the capacity of his/her position ;
    - has gained knowledge of the suspected wrongdoing or irregularity in the capacity of his/her position;
    - has reported the suspicion of the wrongdoing or the irregularity to his/her manager in a timely fashion;
    - has honoured the agreements made with him/her by the employer with regard to this report.
4. The reporter is entitled to legal assistance when he/she/they, as a result of having reported in good faith a suspicion of a wrongdoing or an irregularity, encounters adverse consequences in his/her legal position during and/or after this regulation has been followed. This legal assistance will be financed by the employer.

Article 3. Confidential treatment of the report and the identity of the reporter

1. The employer ensures that the information about the report is saved in such a way that it is physically and digitally accessible only to those involved in dealing with the report.
2. All those who are involved in dealing with a report will not make public the identity of the reporter without the express written agreement of the reporter and they will treat the information about the report confidentially.
3. If the suspicion of a wrongdoing or an irregularity is reported via the confidential advisor and the reporter has not granted permission for his/her identity to be made public, all correspondence about the report will be sent to the confidential advisor and the confidential advisor promptly sends this to the reporter.
4. All those involved in dealing with a report will not make the identity of the advisor public without the express written agreement of the reporter and the adviser.

Article 4. Information, advice and support for the reporter

A reporter can ask the confidential advisor and the advisory department of the Huis voor Klokkenluiders for information, advice and support concerning the suspicion of a wrongdoing or an irregularity.

Article 5. The confidential advisor

1. The reporter appoints one or more confidential advisers.
2. The tasks of the confidential advisor are described in Section 2 of these regulations.
3. The confidential advisor makes an annual, anonymous report of the nature and the scope of the number of reports. This annual report is sent to the employer and the personnel representative.

Internal reporting procedure

Article 6. Report

1. The reporter makes a report to the management, the confidential advisor or, if there is a reason to do so, directly to the investigative department of the Huis voor Klokkenluiders.
2. A report does not prejudice the legal obligation to report a criminal fact.

Article 7. Informing the employer

The confidential advisor who has been given a report will ensure that the employer is immediately informed of the report and of the date on which the report was received.

Article 8. Employer's confirmation of receipt

1. The employer sends a confirmation of receipt to the reporter or the confidential advisor to whom the suspicion of a wrongdoing or an irregularity has been reported. In the latter case, the confidential advisor will send the confirmation of receipt to the reporter. The confirmation of receipt contains the reported suspicion of a wrongdoing or an irregularity and the date on which the reporter has reported the suspicion.

2. The employer informs the person or persons accused in the report about the report and about involving an external organisation as described in Article 10 par 5, unless this can impair the interests of the investigation or enforcement.

Article 9. Investigation by the employer

1. After having received the report, the employer will immediately initiate an investigation unless:
   a) the suspicion is not based on reasonable grounds, or
   b) it is already apparent that the reported incident is not related to a suspicion of a wrongdoing or an irregularity.
2. The investigation will not be done by a person who may be or may have been involved in the suspected wrongdoing or irregularity.
3. The employer can commission an expert to carry out the investigation.
4. If the employer decides not to have an investigation done, the reporter will be informed of this in writing within two weeks after the report was made. The employer will explain why he feels that the complaint is not based on reasonable grounds or that is was apparent that the reported incident was not related to a suspicion of a wrongdoing or an irregularity.
5. The employer will decide if an external body should be informed of the complaint. If an external body is informed, the employer will tell the reporter about this unless there are serious objections to this.
6. The employer will immediately inform the reporter in writing that an investigation has been commissioned and who will carry out the investigation.

Article 10. Carrying out the investigation

1. The investigators give the reporter the opportunity to be heard. The investigators ensure that a written report of this statement is made and have this written statement verified by the reporter. The reporter receives a copy of this written statement.
2. The investigators can also hear other people. The investigators ensure that a written report of this statement is made and have this written statement verified by the party heard. The party heard receives a copy of this written statement.
3. The investigators can see and request all of the documents at the employer's organisation that they find reasonably necessary for their investigation.
4. Reporters may give the investigators all of the documents that they find reasonably necessary for the investigators to see in the framework of their investigation.
5. If the suspected wrongdoing is related to actions of one or more employees, they will be given the opportunity to react to the incriminating information collected other than via the accused. They will be given a reasonable period in which to do this. If they do not want or are not able to react within this reasonable period, this will be included by the investigators in their report.
6. The investigators draw up a draft of the investigative report and give the reporter the opportunity to comment on this unless there are serious objections to this.
7. The investigators then draw up the final investigative report. They send a copy of this report to the reporter unless there are serious objections to this.

Article 11. Employer's standpoint and announcement

1. Within ten weeks of having received the report, the employer will send the reporter or the confidential adviser who has received the report his standpoint in writing on the reported both the accuser and the person complained about suspicion of a wrongdoing or an irregularity.
2. If a standpoint cannot be given within ten weeks, the reporter or the confidential adviser who has received the report accuser and the person complained about will be informed of this by means of a written and motivated notification before the period of ten weeks has expired. The employer can postpone taking a standpoint for another four weeks at the most.
3. The employer will give the reporter the opportunity to react to the investigative report and the employer's standpoint.
4. If in the reaction to the investigative report or the employer's standpoint, the reporter gives supported argumentation that the suspected improper behaviour has not actually or not correctly been investigated or that there are inaccuracies in the investigative report or the employer's standpoint, the employer will respond to the content of this argumentation and, if necessary, will order a new or an additional investigation.
5. If the employer informs or has informed an external organisation as stated in Article 10 par 5, he will also send this external organisation the above-mentioned reaction of the reporter to the investigative report and the employer's standpoint. The reporter will receive a copy of this.

External reporting procedure

Article 12. Reporting to an external organisation

1. The reporter can report his/her/their suspicion of a wrongdoing to an external organization with a reasonable period if:
    a. He/she/they do(es) not agree with the standpoint described in Article 12;
    b. He/she/they has/have not received a standpoint within the period stipulated in Article 12.
2. 2. If serious interests hinder the implementation of the internal reporting procedure, the reporter can directly report a wrongdoing to an external organisation.
3. The reporter can make his/her/their report to the external organisation that he/she/they find(s) reasonably feels to be the most suitable. External organisations include:
    a. an organisation that is responsible for investigating criminal facts;
    b. an organisation that is responsible for supervising the compliance with that determined by or as a result of a legal regulation;
    c. another authorised organisation where the suspicion of a wrongdoing can be reported, including the investigative department of the Huis voor Klokkenluiders.

Article 13. Reporting to the investigative department of the Huis voor Klokkenluiders

1. A report to the investigative department of the *Huis voor Klokkenluiders* includes at least:
   a) name and address of reporter;
   b) the date;
   c) the organisation where the involved party works or has worked;
   d) the organisation concerned in the report;
   e) the description of the suspected wrongdoing;
   f) the reason for reporting to the investigative department of the Huis voor Klokkenluiders;
   g) the ground on which the suspicion of a wrongdoing is based.
2. The reporter can also ask the investigative department of the *Huis voor Klokkenluiders* to investigate the way in which the employer acts towards him/her/them after the report of a suspicion of a wrongdoing.

Article 14. Confirmation of receipt

1. The investigative department of the *Huis voor Klokkenluiders* confirms to the reporter that they have received a report of a suspicion of a wrongdoing.
2. The investigative department of the *Huis voor Klokkenluiders* ensures that the employer is informed of the report to their organisation.
3. The investigative department of the *Huis voor Klokkenluiders* informs the person or persons to which the report refers about the report made to the investigative department of the Huis voor Klokkenluiders, unless this can impair the interests of the investigation.

Article 15. Inadmissibility

1. The investigative department of the Huis voor Klokkenluiders declares the report inadmissible if:
   a) there was no wrongdoing or no wrongdoing of sufficient seriousness;
   b) there is not enough social interest to justify an investigation by the investigative department of the Huis voor Klokkenluiders;
   c) the reporter cannot show that he or she had first reported the suspicion internally according to these regulations unless there were serious objections to following the internal procedure;
   d) the reporter has reported the suspicion internally according to these regulations, but the period in which the employer must give a substantive standpoint regarding the suspicion of a wrongdoing has not yet expired or when the suspicion has been adequately dealt with internally;
   e) the reporter is not an employee as defined in these regulations;
   f) the report has not been received within a reasonable period after the reporter has been informed of the employer's standpoint;
   g) The report does not meet the requirements stated in Article 14 para 1;
   h) The report is evidently ungrounded;
   i) The suspicion is judged by another external organisation as described in Article 10 para 5 and this organisation is dealing or has dealt with the suspicion adequately;
   j) The suspicion is or has been submitted to the investigative department of the Huis voor Klokkenluiders unless there are new facts or circumstances that could lead to a different judgment;
   k) An irrevocable legal judgment about the wrongdoing has been made;

2. If the report is declared inadmissible, the investigative department of the Huis voor Klokkenluiders will inform the reporter or confidential adviser and the employer about this within four weeks.

Article 16. Investigation by the investigative department of the Huis voor Klokkenluiders

1. When the report is admissible, the investigative department of the Huis voor Klokkenluiders can initiate an investigation if this is necessary to performing its duties.
2. For the investigation referred to in the first paragraph, the employee authorises the investigative department of the Huis voor Klokkenluiders to be given all information that it feels it needs to draw up its opinion. The employer will provide the investigative department of the Huis voor Klokkenluiders with all of this information.
3. The investigative department of the Huis voor Klokkenluiders can consult an expert.
4. When the contents of the information provided by the employer is confidential and should be made known only to the investigative department of the Huis voor Klokkenluiders, this will be told to the investigative department of the Huis voor Klokkenluiders. The investigative department of the Huis voor Klokkenluiders will safeguard confidential information against becoming known by unauthorised parties.

Article 17. Opinion of and publication by the investigative department of the Huis voor Klokkenluiders

1. The investigative department of the Huis voor Klokkenluiders will try to complete its investigation within a year after judging its admissibility, this as stated in Article 16.
2. The investigative department of the Huis voor Klokkenluiders will submit its opinion of the findings to the employer. The investigative department of the Huis voor Klokkenluiders will send a copy of its opinion to the reporter or the confidential advisor to whom the report had been submitted.
3. The employer and the reporter can deliver written comments for a period of four weeks. If the comments provide sufficient reason, the investigative department of the Huis voor Klokkenluiders can adjust its opinion.
4. With consideration given to any possible confidential nature of information given to the investigative department of the Huis voor Klokkenluiders and the applicable legal provisions, the investigative department of the Huis voor Klokkenluiders can make its opinion public in an anonymous form and in a manner in which the investigative department of the Huis voor Klokkenluiders deems appropriate unless there are serious objections to doing so.
5. The investigative department of the Huis voor Klokkenluiders will not make its opinion public prior to receiving the standpoint of the employer, as described in paragraph 3 of these regulations or two weeks have passed since its opinion was given.

Article 18. Annual report

1. The investigative department of the Huis voor Klokkenluiders makes an annual report.
2. That report contains, in an anonymous form and with consideration given to the related legal provisions:

a) the number and the nature of the reports of a suspicion of a wrongdoing;
b) the number of reports that did not lead to an investigation;
c) the number of investigations carried out by the investigative department of the Huis voor Klokkenluiders;
d) the number of opinions and the nature of the opinions that the investigative department of the Huis voor Klokkenluiders has formed.

3. The annual report is sent to the employer and the personnel representative and is made public.

Section 4. Dealing with complaints of improper behaviour

The employer is required to strive for a work environment free from aggression (sexual) intimidation, discrimination, bullying and other forms of improper behaviour that can lead to psychological stress.

It is important that an employee who has a complaint about improper behaviour feels free to make his or her complaint known. This can help to safeguard integrity and prevent (further) damage.

Article 1. Definitions

1. The following definitions apply in this regulation:
   a) employee: anyone who works or has worked at Post Castelijn Casting B.V. (hereinafter: Post Castelijn Casting), including apprentices, agency workers, on-call workers, etc. A third party whose work has brought him into contact with the employer's organisation and who has encountered improper behaviour in the employer's organisation can report this by analogy with the provisions of this regulation.
   b) When people are referred to as 'men' (for example, 'actor'), it is understood to also refer to every other person in the same positions.
   c) employer: Post Castelijn Casting;
   d) improper behaviour: sexual intimidation, aggression, violence, bullying and discrimination in the working situation;
   e) sexual intimidation: any form of verbal, non-verbal or physical behaviour with a sexual connotation that is intended to damage or damages a person's dignity, especially when a threatening, hostile, insulting, humiliating or hurtful situation is created;
   f) aggression and violence: cases in which a person is bothered psychologically or physically, is threatened or attacked under circumstances that are directly related to doing the work;
   g) bullying: all forms of intimidating behaviour with a structural character by one of more persons aimed at one person or a group of persons who cannot defend themselves against this behaviour. An important element of bullying is that this behaviour is repeated over time;
   h) discrimination: making direct or indirect differences except for those exceptions listed in the Equal Treatment Act;
      i. direct discrimination includes: differentiating between people on the ground of religion, beliefs, political ideas, gender, nationality, sexuality, marital status, age, handicap or chronic illness;
      ii. indirect discrimination includes: differentiating on the grounds of other capacities or behaviour than that referred to above and that lead to direct discrimination;

iii. intentionally insulting people, orally, in writing and/or in pictures, because of their religion, beliefs, political ideas, race, gender, nationality, sexuality, marital status, age, handicap or chronic illness;

i) complaint: a statement signed by the reporter and bearing his or her name and address that describes the improper behaviour of the person accused and that is the subject of the complaint;
j) accuser: the employee/former employee who submits a complaint of improper behaviour to the employer;
k) the accused: an employee over whom a complaint has been submitted;
l) confidential adviser: the party appointed as such by the employer.

Article 2. The confidential advisor

1. The employer appoints one or more confidential advisers.
2. The tasks of the confidential advisor are described in Section 2 of these regulations.
3. The confidential advisor makes an annual, anonymous report of the nature and the scope of the number of reports. This annual report is sent to the employer and the personnel representative and is also made public.

Article 3. Submitting a complaint

1. In the case of improper behaviour, the accuser can submit a complaint about this to the management, with or without help from the confidential adviser (internal or external). If the complaint is submitted orally, a report of the substance of the complaint and its submission will be made.
2. The complaint contains a description of the confrontation with improper behaviour, with, if possible, mention of time, place, circumstances, the nature of the behaviour, the steps already taken by the accuser and the name(s) of the accused and of any witnesses.
3. The complaint or the statement of the oral complaint as referred to in paragraph 1 must be signed by the accuser and must bear the accuser's name and address as well as the date.
4. The accuser will receive a confirmation of receipt of the submitted complaint within one week.
5. The complaint can be submitted by several persons together.

Article 4. Informing the employer

The confidential advisor who has received the complaint ensures that the employer is immediately informed of the complaint and of the date on which the complaint was received.

Article 5. Employer's confirmation of receipt

1. The employer sends the accuser a confirmation of having received the complaint. This confirmation contains the reported suspicion of a wrongdoing or an irregularity and the date on which the accuser has reported the suspicion.
2. The employer informs the accused of the complaint unless this can impair the interests of the investigation or enforcement.

Article 6. Investigation by the employer

1. Immediately after having received the report, the employer commissions an investigation unless it is already apparent that the complaint is not based on reasonable grounds.
2. The investigation will not be done by a person who may be or may have been involved in the suspected improper behaviour.
3. The employer can commission an expert to carry out the investigation.
4. If the employer decides not to have an investigation done, the accuser will be informed of this in writing within two weeks after the complaint. The employer will explain why he feels that the complaint is not based on reasonable grounds.
5. The employer decides if an external body should be informed of the complaint. If an external body is informed, the employer will tell the accuser about this unless there are serious objections to this.
6. The employer will immediately inform the accuser in writing that an investigation has been commissioned and who will carry out the investigation.

Article 7. Carrying out the investigation

1. The investigators hear the accuser. The investigators ensure that a written report of this statement is made and have this written statement verified by the accuser. The accuser receives a copy of this written statement.
2. The investigators hear the accused party. The investigators ensure that a written report of this statement is made and have this written statement verified by the accused party. The accused party receives a copy of this written statement.
3. The investigators can also hear other people. The investigators ensure that a written report of this statement is made and have this written statement verified by each party heard. Each party heard receives a copy of this written statement.
4. The investigators can see and request all of the documents at the employer's organisation that they find reasonably necessary for their investigation.
5. Accusers may give the investigators all of the documents that they find reasonably necessary for the investigators to see in the framework of their investigation.
6. The accused party will be given the opportunity to react to the incriminating information collected other than via the accused. The accused will be given a reasonable period in which to do this. If the involved party does not want or is not able to react within this reasonable period, this will be included by the investigators in their report.
7. The investigators draw up a draft of the investigative report and give the accuser the opportunity to comment on this unless there are serious objections to this.
8. The investigators then draw up the final investigative report. They send a copy of this report to the accuser unless there are serious objections to this.

Article 8. Employer's standpoint and announcement

1. Within ten weeks of having received the report, the employer will send his standpoint in writing to all concerned parties.
2. If a standpoint cannot be given within ten weeks, the accuser and the person complained about will be informed of this by means of a written and motivated notification before the period of ten weeks has expired. The employer can postpone his standpoint for another four weeks at the most.

3. The employer will give the accuser the opportunity to react to the investigative report and the employer's standpoint.
4. If in the reaction to the investigative report or the employer's standpoint, the accuser gives supported argumentation that the suspected improper behaviour has not actually or not correctly been investigated or that there are inaccuracies in the investigative report or the employer's standpoint, the employer will respond to the content of this argumentation and, if necessary, will order a new or an additional investigation.